From the Office of Health Informatics

Quick Reference Guide (QRG) Start the First Cycle of Treatment

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This Quick Reference Guide (QRG) demonstrates placing orders to start the First Cycle of Treatment.

Start the First Cycle of Treatment

After any pre-treatment order has been entered to be completed, the next step of the regimen involves placing orders to start the first cycle of treatment. Regimens allow providers to select a treatment regimen for a patient that shows the entire protocol including expected plans, cycles, dates of treatment, and the statuses of each treatment cycle across time.

Start the First Cycle of Treatment

- **From the Orders screen:**

STEP 1: Click the regimen to select it; then click **Start**. The **Add Plan** window displays. Start

STEP 2: Confirm and/or update the Estimated Start Date; this is the date that will be sent to schedulers to schedule the patient for treatment once the plan is signed.

STEP 3: Confirm the phases and actions; modify as necessary and then click **OK.**

STEP 4: Scroll down to display and review all remaining additional sections.

STEP 5: Continue scrolling down to the Schedulable Orders section at the end, which includes orders that use the Orders to Scheduling functionality.

STEP 6: Right-click a scheduling order if it needs to be modified; then click **Modify**.

NOTE: **The Scheduling Location field defaults to the location where the regimen orders are being placed. If the patient is receiving treatment in a different location, update the scheduling location accordingly.**

STEP 7: Click the **Scheduling Location** dropdown arrow; then select the location.

STEP 8: Click the **Details Arrow** icon to collapse the details in the scratchpad.

STEP 9: Review the Additional Orders/Indicators section to see if there are any additional orders or Indicators that have been added to a day of treatment; then scroll up.

Adjust the Dose

STEP 1: Calculate the medication doses by clicking the **Dosage Calculator** icon for the appropriate medication.

STEP 2: Click the **Up** and **Down Arrow** icons in the Dose Adjustment field if the dose that was automatically calculated based on the target dose needs to be modified.

STEP 3: Click the **Adjust Reason** dropdown arrow; then select the appropriate reason.

STEP 4: Click **Apply Dose** in the bottom right corner.

Add Orders

➢ **From the Orders screen:**

STEP 1: Click the appropriate **Days** column to add an order for that day of treatment.

STEP 2: Click the Actions dropdown arrow; then click **Add Order**. The Add Order window displays.

STEP 3: Click the **Search** field; then enter the first few letters of what is being ordered. A list of matches displays.

STEP 4: Click the appropriate match; then click **OK** to save.

STEP 5: Click **Done** to close the Add Order window.

STEP 6: Click the **Details Arrow** icon to collapse the scratchpad.

- The new order now displays in the pink Additional Orders/Indicators section in Planned status for the appropriate day of treatment.

STEP 7: Repeat this process for all remaining orders that need to be added to the applicable phase(s).

Place an Order in the Clinic Scheduling and Tasks Phase

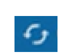
STEP 1: Click the **Clinic Scheduling and Tasks** phase to review the scheduling order for the office visits and chart pulls.

- The Clinic Scheduling and Tasks phase works like the Chemotherapy and Labs phase in that it utilizes the Day of Treatment functional feature; there will be selected days of treatment to have office visits and scheduled chart pull orders.

STEP 2: Select the **ONC Chart Pull** checkbox to order a chart pull.

STEP 3: Click **Orders For Signature**; then click **Sign**.

STEP 4: Click the **Refresh** icon to see the new order.



STEP 5: Click the various phases to see all orders that have been placed.